

Building a Truckload Multistop Shipment

You can use the **Ship It** page to build a Truckload Multistop Shipment for an order that was passed to Kuebix from your ERP system.

1. Go to the **Ship It** page.
2. For **Shipment Type**, select **TL Multistop Delivery** or **TL Multistop Pickup**.
3. In the **Order Search** field, type in your first order. When you select the order, all shipment information for the order will populate into the appropriate fields.

Please Note: Only information passed to Kuebix from your ERP system will be included on this Order.

The screenshot shows the 'Ship It' page with four main sections:

- Let's get started by answering a few required questions about your shipment:** Includes fields for Location (Books and a Comfy Chair, Inc.), Shipment Type (TL Multistop Delivery), Payment Type (Outbound Prepaid), Carrier Type (Dry Van), and Order Search (PO20757).
- Need to add additional references for your shipment?:** Includes fields for Pickup Date (02/21/2024), Pickup Window (1:00 PM to 4:00 PM), Pickup Number, and Company BOL.
- Ship From: Edit and update your Ship From address and contacts:** Includes fields for Search Company (Books and a Comfy Chair, Inc.), Company Name, Address (123 Real Street), Postal (01754), State (MA), City (Maynard), Country (United States), and contact information (First Name: Chris, Last Name: Arbib, Email: support@kuebix.com, Phone: (978) 298-2100). It also has checkboxes for Residential Address, Liftgate Required, and Blind Shipment, and a text field for Pickup Instructions.
- Ship To: Edit and update your Ship To address and contacts:** Includes fields for Search Company (Prime Plastics), Company Name, Address (3401 Etiwanda Avenue), Address 2 (Suite# 931C), Postal (91752), State (CA), City (Mira Loma), Country (United States), and contact information (First Name, Last Name, Email, Phone). It also has checkboxes for Residential Address, Liftgate Required, and Appointment Required, and a text field for Delivery Instructions.

The 'Add Delivery' button is highlighted in the bottom right corner of the 'Ship To' section.



4. Enter the Delivery Date and Delivery Window, then click **Add Delivery/Add Pickup** to add this stop to your shipment.

The screenshot shows the 'Add Delivery' form with the following fields:

- Delivery Date:** A text input field.
- Delivery Window:** A dropdown menu with three options: --, --, --.
- Delivery Number:** A text input field.
- Add Delivery:** A blue button.

5. This address will create your first stop. Add the items that will be delivered to this location.

Stop Information

Stops	Actions	Company	City	State	Postal	Weight	# HU's	# PKG's	Delivery Date & Time
1	 	Prime Plastics	Mira Loma	CA	91752	0	0	0	03/04/2024 9:00 AM - 5:00 PM

Enter Your Commodity Information

Stop # **1**

Use All Line Items

<input type="checkbox"/>	PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Units To Ship
<input type="checkbox"/>	PO20757	SF20215127	Recycling Ser...	Recycling serv...	4	4
<input type="checkbox"/>	PO20757	SF20215127	Sailing Service	Sailing, it take...	8	8
<input type="checkbox"/>	PO20757	SF20215127	Skiing Service	Tuck and go m...	12	12
<input type="checkbox"/>	PO20757	SF20215127	Recycling Ser...	Recycling serv...	4	4
<input type="checkbox"/>	PO20757	SF20215127	Sailing Service	Sailing, it take...	8	8
<input type="checkbox"/>	PO20757	SF20215127	Skiing Service	Tuck and go m...	12	12
<input type="checkbox"/>	PO20757	SF20215127	Recycling Ser...	Recycling serv...	4	4
<input type="checkbox"/>	PO20757	SF20215127	Sailing Service	Sailing, it take...	8	8
<input type="checkbox"/>	PO20757	SF20215127	Skiing Service	Tuck and gom...	12	12
<input type="checkbox"/>	PO20757	SF20215127	Recycling Ser...	Recycling serv...	4	4

☐ Add Total Stop Weight ☐ Add Total Stop Tare Weight ☐ Add Total Linear Feet

Handling Units

Handling Unit Type: **Pallet(s)** # HU's: **12** Total Weight: **1000** lbs L (in): **40** W (in): **48** H (in): **48** UOM: **in** Stackable: **Yes**

Add More Handling Units

Line Items

PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Commodity Regulations
PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations
PO20757	SF20215127	Sailing Service	Sailing, it takes my breath av	8	Commodity Regulations
PO20757	SF20215127	Skiing Service	Tuck and go	12	Commodity Regulations
PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations
PO20757	SF20215127	Sailing Service	Sailing, it takes my breath av	8	Commodity Regulations
PO20757	SF20215127	Skiing Service	Tuck and go	12	Commodity Regulations
PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations

Total Shipping Weight: 1000.0000 Total Cubic Feet: 639.96 Total Handling Units: 12 Total Packages: 0

6. Repeat steps 3-5 to add additional stops and items to this shipment.
7. Once all your stops are added, click **Contract Rates** to receive rates and book your shipment.